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ABSTRACT

Designed to help students acquire basic library skills, this handbook provides an introduction to the services and types of materials offered by the Cumberland County College Library (New Jersey). The handbook is arranged in the following sections: (1) a listing of the hours and services of the library; (2) an explanation of how books are arranged in the library and how to find by author, title, or subject through the card catalog; (3) a description of the library's reference services; (4) the floor plan of the library; (5) an introduction to periodical literature and indexes; (6) a description of the library's special services (e.g., use of audiovisual equipment, photocopying, interlibrary loans); and (7) a discussion of the library's circulation policies. An index and a copy of the Library of Congress classification system concludes the handbook. (MAB)

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LIBRARY HANDBOOK FOR STUDENTS

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LIBRARY HOURS

Academic Year

Monday - Thursday	8:30 a.m. - 9:00 p.m.
Friday	8:30 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

Interim

Monday - Friday	8:30 a.m. - 4:30 p.m.

LIBRARY STAFF

Paul M. Krivonak
Reference / Catalog Librarian

Mrs. Florence S. Volpe
Acquistion / Circulation Librarian

Mrs. Adele P. Commander
Secretary

Mrs. Elizabeth L. Weiser
Media Distribution Clerk

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LIBRARY HANDBOOK FOR STUDENTS

Compiled by
JAMES L. LUTHER
Director

EIGHTH EDITION
CUMBERLAND COUNTY COLLEGE
VINELAND, NEW JERSEY
1990

ACKNOWLEDGMENTS

Suggestions for this Handbook have been gathered from various sources, including library handbooks of other colleges and universities. A debt of gratitude goes to all my colleagues who have so willingly given of their time and helpful criticism in the compilation of this guide to the Cumberland County College Library.

WELCOME

It is the wish of the Faculty and the Library Staff that the Library may become a vital and enriching part of your college life. As your own store of knowledge expands, this collection of books and other educational media will become more meaningful to you.

This handbook of basic techniques is organized to assist you in your progress toward competence in using the Library which will lead to greater rewards in study, research, and recreational reading. It will take very little time and effort to familiarize yourself with the contents of this handbook. Yet, the information it contains, if mastered and used, will save you many hours of wading through the mass of materials in the Library.

We would like to give each of you a personally conducted tour through the Library; since we cannot do that, we hope this Handbook will help you to find your way around more quickly. The staff will be glad to help you in every possible way. Do not hesitate to ask whenever you need guidance.

James L. Luther
Director of Library Services

CUMBERLAND COUNTY COLLEGE LIBRARY

The library is a friendly, inviting learning environment where you will find a staff of professional librarians interested in teaching you how to use library resources, helping you to find materials to answer your questions, and supplying answers to your questions. In addition to books, a wide variety of other materials are available that communicate, educate, and entertain. These materials include magazines, newspapers, pamphlets, disc and tape recordings, films, microfilms, videotapes, kits, art prints and models.

Equipped with varied seating accommodations and pleasant surroundings, the library is an excellent place for study and research, leisure reading, browsing through the collection or simply relaxing between classes.

ARRANGEMENT OF BOOKS ON THE SHELVES

If books in a Library are to be found easily, it is necessary to arrange them on the shelves according to some definite plan. All circulating books are shelved in the main reading room, A-Z, beginning on the left side along the wall as you enter and continuing from left to right on the free-standing bookstacks, and ending with the shelving placed against the right wall as you enter.

CALL NUMBER

The "call number" appears on the upper left hand corner of the catalog card and on the label of the book spine. The call number is so named because in older libraries the bookshelves were not immediately available to the public and titles were requested of the Circulation Librarian by number. This number should be considered as a home address for the book, which is shelved alphabetically according to its notation. This arrangement groups the books in convenient sequence.

Books in the Library are classified by the Library of Congress Classification System. This system uses a *mixed notation* consisting of letters and numbers. There are two principle parts in LC notation: a class number and an author number. Thus LC call numbers will consist of a class number, an author number, and added symbols describing a particular work and its edition, if necessary.

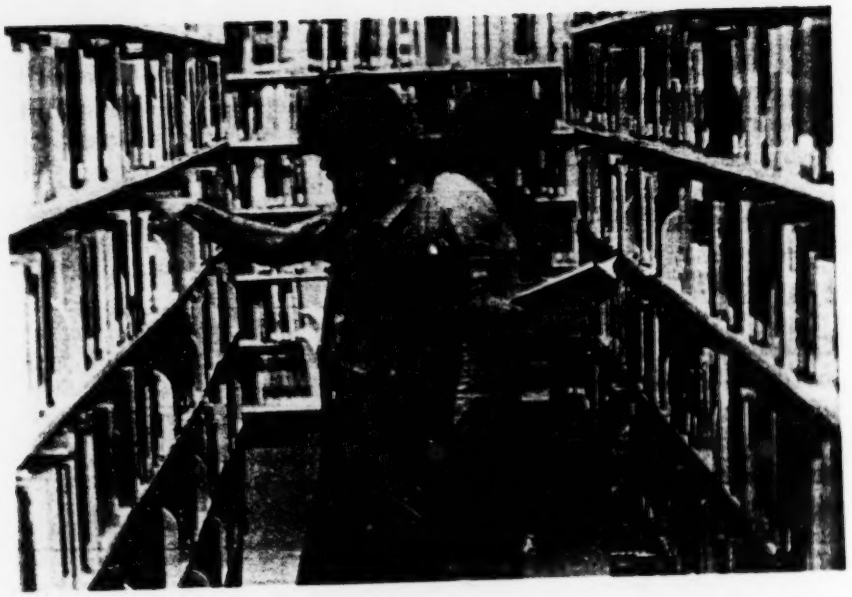
After a book has been given a class number to show to which division of knowledge it belongs, it is given an author number. This is taken from the author's surname and arranges all books in the same class alphabetically by the author, e.g.:

Charles A. Beard has written several books on the history of the United States. The Library of Congress class number with the author number makes the call number for the book, Beard, Charles A. and Mary R. *The Beards' New Basic History of the United States:*

E	E	- American History
178	178	- United States comprehensive work
B39	B	- First letter of author's surname
	39	- Author and Book number

In the case of fiction, the first two letters from the first word of the title is added to the call number – this distinguishes different works by the same author, e.g.:

Head, Bessie.	*When Rain Clouds Gather.*
PZ	PZ - Fiction
4	4 - Written in English since 1950
H4323	H - First letter of the author's surname
Wh	4323 - Author's number from Cutter Table
	Wh - First letters of the first word of the title, disregarding articles, A, AN, and THE.



SYMBOLS USED BY THE LIBRARY

When locating a card for a book in the card catalog, observe whether or not there are word or letter designations given as part of the call number. When one of these symbols appears on the catalog card as part of the call number, a specific location is intended. The symbols are:

Ref. Reference books are designated by an "Ref" above the LC class number and the collection is shelved in the Reference Room. If you are unable to find the reference book you wish to use, ask the Reference Librarian to help you.

Over. "Over" above the LC class number indicates a book belonging to the oversize collection. The oversize collection consists of books too tall to stand on the shelves with other books. They are kept in the first free-standing book stack on the right as you enter the Library.

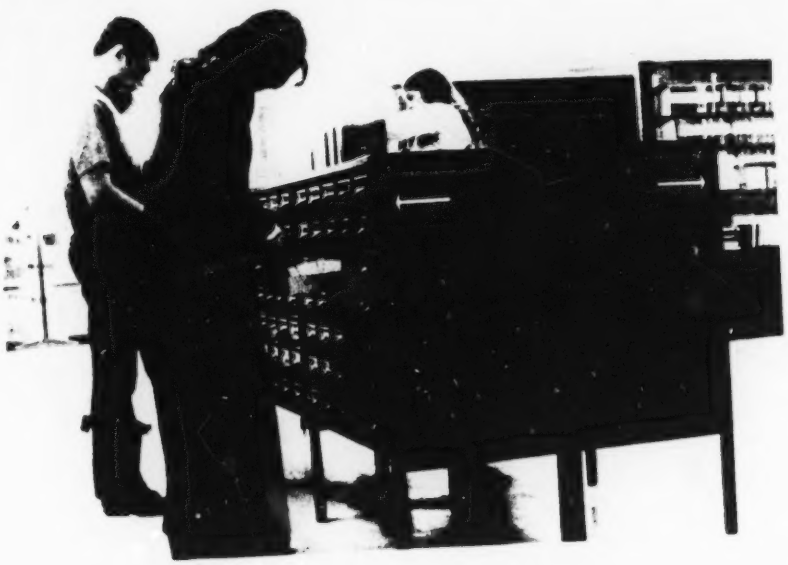
NON-BOOK MATERIALS

All types of non-book materials entered in the card catalog are identified by a red band that extends across the top of each catalog card. In addition to the red band, non-book materials are further identified by the complete name of the material that is placed above the classification number, e.g. Audiotape, Filmstrip, Kit, etc. These materials can be obtained at the Circulation Desk.

TYPES OF NON-BOOK MATERIALS

Art prints
Audio Compact Disc
Audiotapes
Filmstrips
Games
Kits (includes programmed instructional material)
Models
Motion pictures
Phonodiscs
Videotapes

HOW TO LOCATE MATERIALS: THE CARD CATALOG



The CARD CATALOG, located in the Circulation Lobby, is an index to the materials contained in the Library. It is divided into two parts: the AUTHOR, TITLE, SERIES CATALOG and the SUBJECT CATALOG.

Look in the AUTHOR, TITLE, SERIES CATALOG for a listing of a book you want under the name of the author just as you would find a name in the telephone directory.

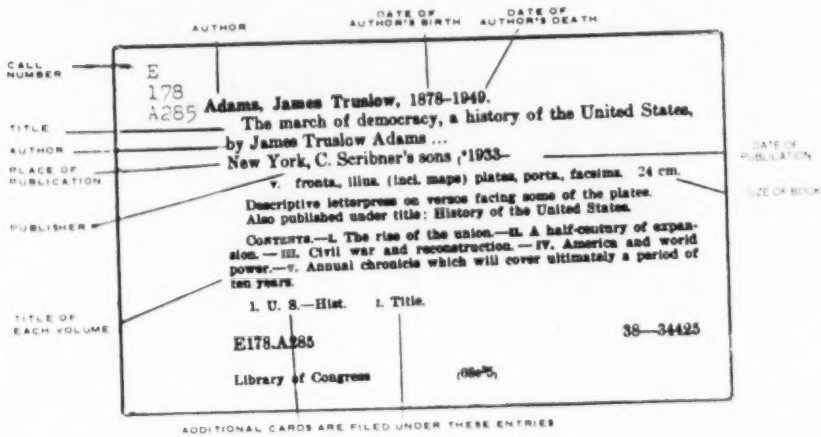
If you do not know the author's name or if the name is a common one such as Smith and you do not know the forename, look under the title, or series if it is distinctive.

OR

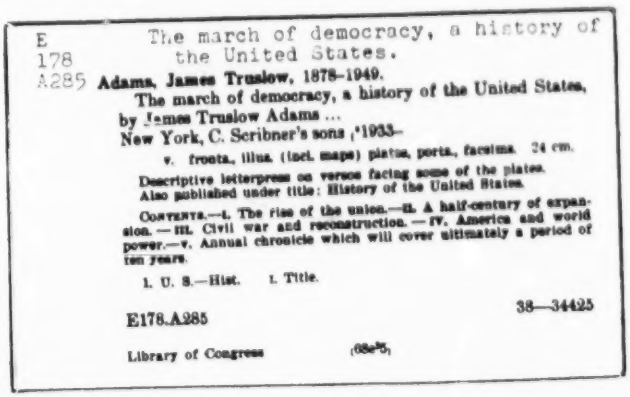
Look in the SUBJECT CATALOG for material about a certain subject. Look under the most specific or exact word possible for the material you want. For instance, a book on ants will have a card under ANTS, not under INSECTS. If, however, there is nothing under a specific heading or the synonyms which occur to you, turn to the larger subject which may include books with a chapter on the subject you want. If you wish to find what material the Library has about a certain person, look in the SUBJECT CATALOG under the person's surname. Located on top of the card catalog are three large volumes entitled, "Library of Congress Subject Headings" that contains all the subjects used by the Library.

CARD TYPES

The Author Card: The author of a book may be a person or persons, a government agency, an association or an institution. All works by one author are filed alphabetically by title under his name. Here is a sample of an author card.


AUTHOR
DATE OF AUTHOR'S BIRTH
DATE OF AUTHOR'S DEATH
CALL NUMBER
TITLE
AUTHOR
PLACE OF PUBLICATION
PUBLISHER
TITLE OF EACH VOLUME
DATE OF PUBLICATION
SIZE OF BOOK
E
178
A285 Adams, James Truslow, 1878–1949.
The march of democracy, a history of the United States,
by James Truslow Adams ...
New York, C. Scribner's sons ,'1933–
v. fronts., illus. (incl. maps) plates, ports., facsims. 24 cm.
Descriptive letterpress on verso facing some of the plates.
Also published under title: History of the United States.
Contents.—I. The rise of the union.—II. A half-century of expansion. — III. Civil war and reconstruction. — IV. America and world power.—V. Annual chronicle which will cover ultimately a period of ten years.
1. U. S.—Hist. I. Title.
E178.A285
38—34425
Library of Congress (68e35)
ADDITIONAL CARDS ARE FILED UNDER THESE ENTRIES

The Title Card: The title card has the title of the book on the top line of the card. These cards are filed alphabetically by the first word of the title, disregarding articles A, AN, and THE at the beginning of an entry, but considered if not the first word. Notice that the same information about a book found on the author card, may be found on the title card. The only difference is that the title has been typed above the author's name. Example:


E
178
A285
The march of democracy, a history of the United States.
Adams, James Truslow, 1878–1949.
The march of democracy, a history of the United States,
by James Truslow Adams ...
New York, C. Scribner's sons ,'1933–
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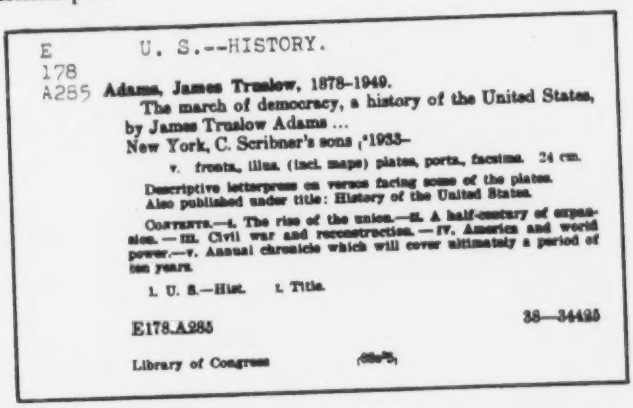
1. U. S.—Hist. I. Title.
E178.A285
38—34425
Library of Congress (68e35)

The Subject Card: The subject card has for a heading the word or phrase which indicates most specifically what the book is about. Most books in the Library are listed under one or more subjects. The subject card is also a duplicate of the author's card, but the subject is typed in BLACK CAPITAL LETTERS above the author's name. Example:



E
178
A285 U. S.--HISTORY.

Adams, James Truslow, 1878-1949.
The march of democracy, a history of the United States, by James Truslow Adams ...
New York, C. Scribner's sons ,'1933-

v. fronts., illus. (incl. maps) plates, ports., facsims. 24 cm.

Descriptive letterpress on verso facing some of the plates.
Also published under title: History of the United States.

Contents.—I. The rise of the union.—II. A half-century of expansion.—III. Civil war and reconstruction.—IV. America and world power.—V. Annual chronicle which will cover ultimately a period of ten years.

1. U. S.—Hist. I. Title.

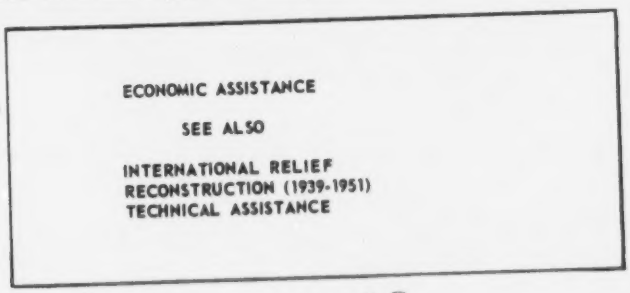
E178.A285 38—34425

Library of Congress (6b2)

CROSS REFERENCES

"See" Card. Often there are several words which mean nearly the same thing, such as HEALTH and HYGIENE. In such case, the reader who might look under HEALTH will find an entry which reads: "HEALTH see HYGIENE." This means to look under the word HYGIENE in the card catalog, and is known as a cross reference. The *"SEE"* reference is often used to refer the reader from a well-known pseudonym, to the person's real name, e.g.: *O'Henry, pseud. SEE Porter, William Sidney.*

"See also" Card. There is another kind of cross reference which tells the reader where to find <u>additional</u> materials on a specific subject; instead of *see*, this reference uses the words *see also.* For instance, if the reader should look under the subject ECONOMIC ASSISTANCE he will find many subject cards with the subject ECONOMIC ASSISTANCE. Filed after all these cards will be found a cross reference card referring to <u>additional</u> places in which to look for related topics. Example:



ECONOMIC ASSISTANCE

SEE ALSO

INTERNATIONAL RELIEF
RECONSTRUCTION (1939-1951)
TECHNICAL ASSISTANCE

ARRANGEMENT OF CARDS IN THE CATALOG

One of the most important things about using the Library is learning how to use the card catalog. If you will stop to learn a few simple rules about how the cards are arranged in the catalog, you will find that you will save much time and frustration.

One of the greatest dangers for a reader who doesn't understand the rules for filing is that he thinks a book is not in the Library, when actually he has failed to find it in the catalog. If there is any possibility that the reader has failed to find a card, he should ask a librarian for help.

Cards for persons. Persons with the same last name are arranged in alphabetical order by their first names, just as are the names in the telephone directory. Example:

Dewey, John
Dewey, Melvile
Dewey, Thomas

Names of a person are often subjects of books; in this case the person's name is typed in black capital letters at the top of the card.

Names beginning with Mc and Mac are arranged as if they were written Mac. Example:

Macartney	McGill
McBride	MacKeye
McClure	McWilliams

If confused in the Mac's, which are troublesome, mentally disregard M', Mc, and Mac, and notice only following letters which will be strictly alphabetical.

Word by Word. In most dictionary arrangements the rule known as "word by word" filing is used. This means that when one word forms the first part of another word, all the headings with the short word come before longer words beginning with the same letters. Example: In-

In darkest Africa
The ingenious gentlemen
Ingham, Kenneth
Inglis, Brian
Innocent III
Innovations in education
Institute for Religious and Social Studies

Abbreviations. Abbreviations indicating authors or title come before all the complete words beginning with the first letter of the abbreviation. Example:

NAACP, a history
NATO and Europe
Nabokov, Vladimir Vladimirovich

Subject cards. When there are several card on one subject, they are arranged according to author. Example: (Subject ATOMS)

Bankoff, George Alexis	The boom of the atom.
French, Sidney James	The drama of chemistry.
Gamow, George	The birth and death of the sun.

Subject cards: Subdivisions. Subdivisions of the subject are filed alphabetically. A subject word comes first, and then the same word used as the first part of a phrase. Example:

EDUCATION
EDUCATION – AFRICA
EDUCATION – FRANCE
EDUCATION – HISTORY
EDUCATION – STATISTICS
EDUCATION – UNITED STATES
EDUCATION AND STATE
EDUCATION OF CHILDREN
EDUCATION OF WOMEN

Subdivisions of history are by period and are filed chronologically instead of alphabetically. Example:

U.S. – HISTORY
U.S. – HISTORY – REVOLUTION
U.S. – HISTORY – CIVIL WAR
U.S. – HISTORY – 20th CENTURY
U.S. – HISTORY – 1919 - 1933
U.S. – HISTORY – 1945 -

SOUTH JERSEY UNION CATALOG AND INTERLIBRARY LOAN SYSTEM

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South Jersey Union Catalog and Interlibrary Loan System

The Regional Union Catalog on compact disc is a microcomputer based system combining a state-of-the-art public access tool with linked electronic interlibrary loan capability. Students can search the holdings of the Cumberland County College Library, or of a group of libraries (such as other nearby libraries or other academic libraries in the Region), or the entire Regional Union Catalog.

The Interlibrary Loan component will allow the librarians to "download" bibliographic citations from the Union Catalog and to transmit requests electronically to other participating libraries. A fax/phone is a companion service to the Regional Union Catalog and is intended to reduce the delivery time of photocopies to our patrons.

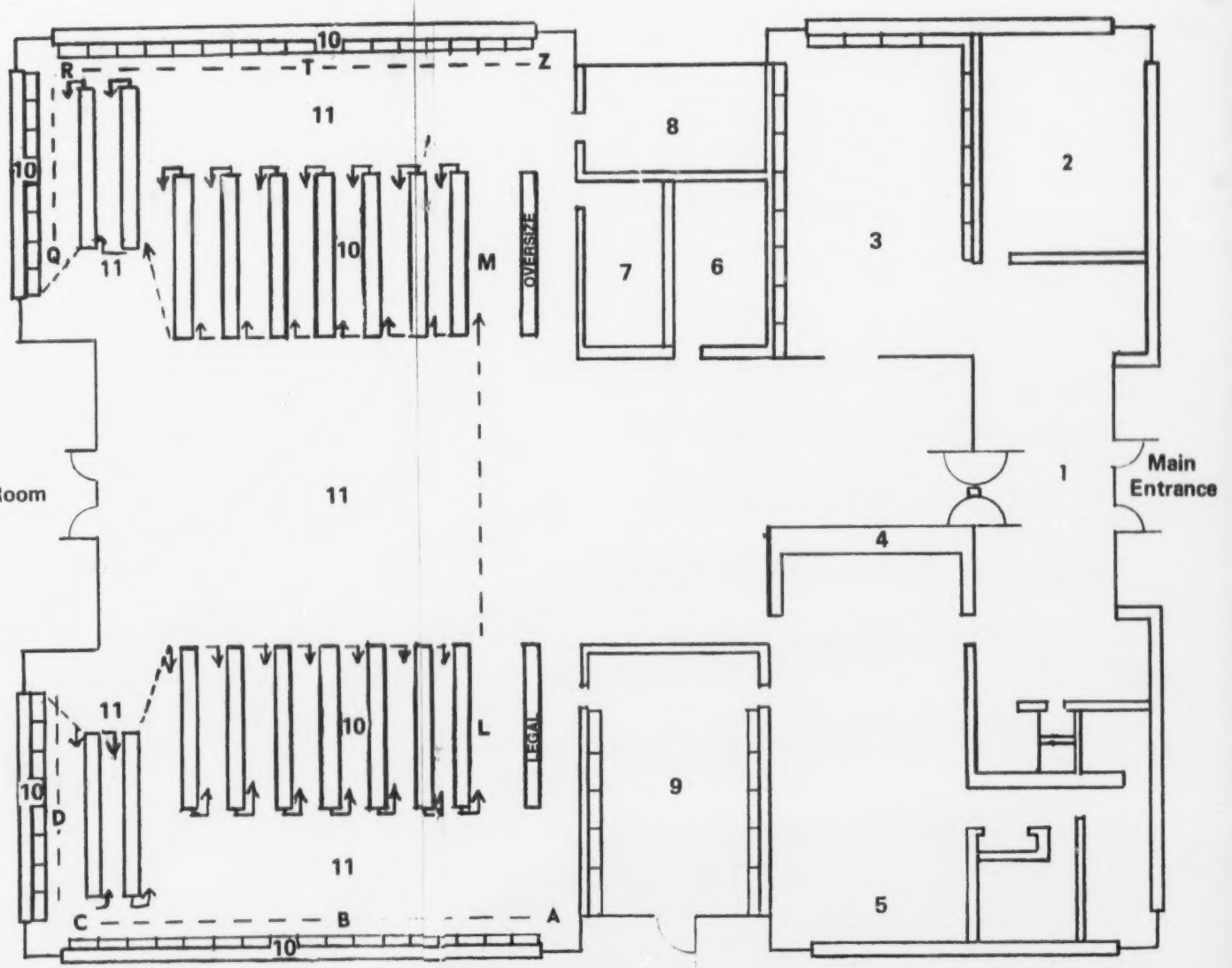
REFERENCE SERVICE

Reference service usually means assistance given by a librarian to anyone who needs help or guidance in locating materials, in finding specific information, and in interpreting Library resources. Reference service is designed to HELP THE STUDENT HELP HIMSELF. A student should first attempt to help himself. Then, if he cannot find what he wants, he should ask for assistance.

Reference books, which do not circulate, are shelved in the Reference Room. The class number is distinguished by the letters, **Ref.**, placed above the Library of Congress notation. They include encyclopedias, dictionaries, yearbooks, almanacs, atlases, and many other works that are primarily intended to be consulted or referred to for specific information.

CUMBERLAND COUNTY COLLEGE
LIBRARY
Floor Plan

1. Main Lobby
2. Listening/Viewing Room
3. Reference Room
4. Circulation Desk
5. Director's Office
6. Men's Rest Room
7. Women's Rest Room
8. Typing/Small Group Study Room
9. Processing Room
10. Bookshelves and Stack Areas
11. Main Reading Room



Letters represent approximate location of collection by L. C. Classification.

PERIODICALS AND INDEXES

Periodicals is a term which includes both popular magazines and journals. Magazines are individualistic and no one rule applies to all of them except that they are published periodically. Back issues of more than 150 titles are maintained in bound volumes, on microfilm, and unbound storage files.

Current Periodicals. The latest issues of many of the periodicals are located on the periodical display unit in the main reading room. The current issue of each periodical may be used in the Library but does not circulate.

Unbound Periodicals. When a current issue of a periodical has been replaced with a new one, it is stored on closed stacks in a small room behind the circulation desk. To obtain any of these periodicals, present your periodical citations to the assistant at the circulation desk. Unbound periodicals do not circulate.

Bound Periodicals. Bound periodicals, covering back issues, are located on the first section of shelves to the left as you enter the main reading room. Bound periodicals do not circulate.

MAS – Magazine Article Summaries. MAS is an automated system that provides computer-aided retrieval of periodical citations stored on compact disc. As its name implies, the CD-ROM disc contains clear, concise summaries of thousands of articles from leading magazines and the New York Times from 1984 to the present.

The MAS system is designed as a public access terminal. Each search step is self-explanatory and the function keys on the keyboard allow users to retrieve, display and print article information.

INDEXES. The student will find the latest information on most subjects in periodicals. Without indexes it would be almost impossible to locate information on the various subjects. You should become familiar with the periodical indexes; they are the key to subjects treated in magazine articles. Perhaps the one you will be using most is the *Readers' Guide to Periodical Literature.* It indexes periodicals from 1900 to date, and covers magazines of a general nature. If you learn how to use it, you will be able to use other periodical indexes without difficulty. They are organized on the same plan.

Readers' Guide to Periodical Literature indexes about 191 magazines. In addition to the semi-monthly and monthly publishing schedule, quarterly cumulations are issued in February, May, August, and November. Once each year issues are combined, that is, cumulated and bound in one volume. These, along with other indexes, are kept on the tables in the Reference Room.

Arrangement. Alphabetical arrangement by author and subject; titles are not listed, except for plays and short stories and, sometimes, essays. Abbreviations are used freely – titles of magazines, month, etc. Lists of the full titles of magazines and other abbreviations used are found in the front of each issue. Sample entry.

COLLEGE students
A survival guide to college. L.F. McCarthy.
il. Seventeen 44:328-9+ Ag '85

Explanation: An illustrated article on the subject, **COLLEGE** students entitled "A survival guide to college" by L.F. McCarthy, will be found in Volume 44 of Seventeen, pages 328-329 (continued on later pages of the same issue) the Aug. 1985 issue.

Indexes in addition to the *Readers' Guide* that may be found in the Reference Room include:

Biography Index, 1946 - date. A guide to biographical material appearing in books and magazines. Consists of a main or "name" alphabet and an index by professions and occupations.

Book Review Digest, 1905 - date. Provides excerpts of and citations to reviews of current fiction and non-fiction in the English language.

Book Review Index, 1965 - date. Includes references to every review which appeared in every periodical indexed during the period. Supplements the considerably more limited Book Review Digest.

Business Periodicals Index, 1984 - date. A cumulative subject index providing access to up-to-the-minute information in the fields of Accounting, Acquisitions and Mergers, Advertising, Banking, Building and Construction, Computers, Economics, Electronics, Engineering, Finance and Investment, Industrial Relations, Insurance, Management, Marketing, Real Estate and Taxation.

Education Index, 1959 - date. A cumulative author and subject index to a selected list of educational periodicals, books and pamphlets. There is an author listing of citations to book reviews following the main body of the index.

Essay and General Literature Index, 1900 - date. An author and subject index to essay collections and anthologies covering many disciplines, especially in the Humanities and Social Sciences. Its indexing provides access to essays and critiques in collections, insuring maximum utilization of the library's holdings (Located on card catalog).

Humanities Index, April 1974 - date. A single-alphabet, subject-author index to timely information in Art, Archaeology and Classical Studies, Dance, Drama, Film, Folklore, Journalism, Language and Literature, Music, Performing Arts, Philosophy, Religion and Theology.

New Jersey Index, 1982 - date. This index cites journal articles relating specifically to New Jersey. Material included is of a general reference nature with a greater orientation toward the Social Sciences and Business. The index is divided into two sections: a subject and an author index.

New York Times Index, 1851 - date. Master-key to information on events, news of the day, and records of events. (Located in Listening/Viewing Room)

Nursing & Allied Health Literature Index, 1964 - date. Covers a broad selection of subject matter of importance to progressive nursing and related health science.

Social Sciences Index, April 1974 - date. A single-alphabet, subject-author index to accurate and timely indexing of periodicals in Anthropology, Community Health, Medical Care, Economics, Ethnic Studies, Geography, Law and Criminology, Minority Studies, Police Science and Corrections, Political Science, Psychology, Social Work, Sociology and Urban Studies.

LINDEX

The Lindex, located with the indexes in the Reference Room, lists all the periodical holdings of the Library. In addition it provides the following information.

1. Format in which the periodical is maintained, i.e. microfilm, bound volumes, or unbound issues.
2. Period of coverage in each format
3. Changes in titles
4. Termination dates of publications

PAMPHLET FILES

The pamphlet files consists of filing cabinets that contain up-to-date pamphlets, brochures, newspaper clippings and some U.S. government publications on a variety of subjects. It's particularly useful for researching current issues. All pamphlet materials may circulate for a period of one week.

NEWSPAPERS

The Library subscribes to the following daily newspapers.

TITLE	COVERAGE
Christian Science Monitor	National & International
New York Times	National & International
Wall Street Journal	Finance-National & International
Philadelphia Inquirer	State & Regional
Press (Atlantic City)	Southern New Jersey
Bridgeton Evening News	Local
Daily Journal	Local

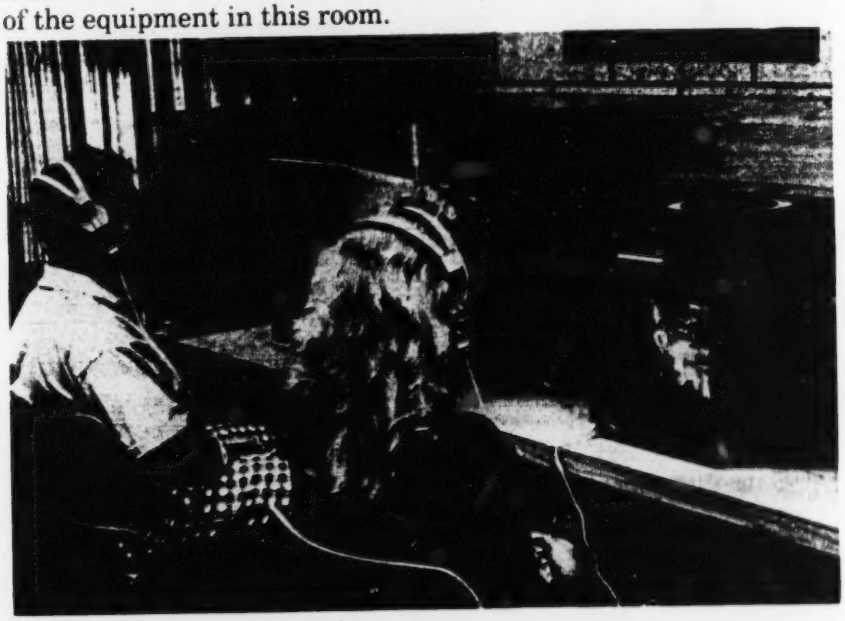
The latest issues of each title are located in the periodical display unit in the main reading room. Back issues are kept for approximately one month.

The Library has the complete microfilm edition of a *New York Times* from its inception in 1851 to the present.

SPECIAL SERVICES

LISTENING/VIEWING EQUIPMENT

Various types of non-book materials in the library collection can be either listened to or viewed by students in the Listening/ Viewing Room. Located adjacent to the reference room, this attractive area is equipped with carrels for individual use or small groups of students may share the same audio visual material. Ask a librarian for assistance the first time you should need to use any of the equipment in this room.

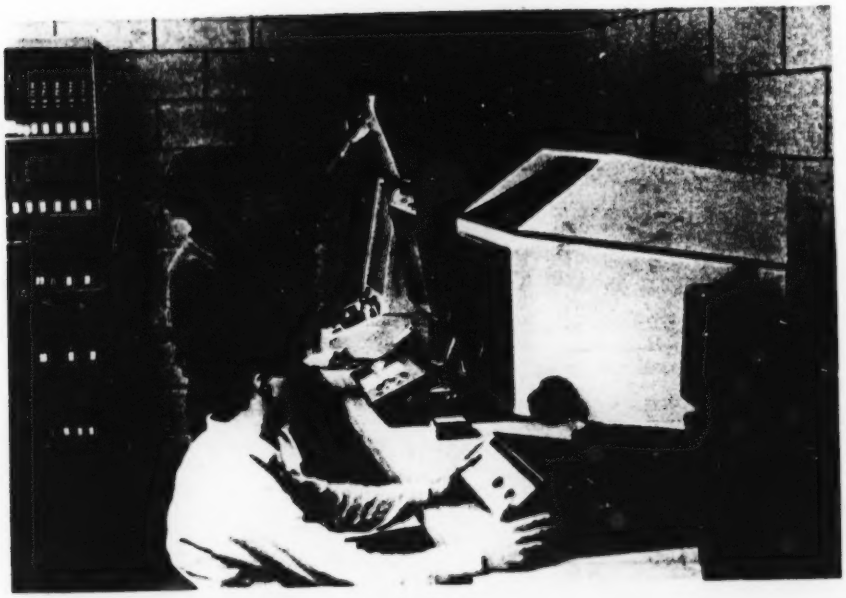


PHONODISC RECORDS

The library maintains a collection of over 1200 recordings. These phonodisc records may circulate for a period of one week. If any part of an album is lost or damaged, the user must pay for the entire album or replace it, but he may keep the damaged album. Breakage charges shall be assessed at list prices.

VIDEOTAPE COLLECTION

Students may borrow from a growing collection of videotapes at the college library. The videotape collection includes only educational or classic film titles in both English and Foreign languages and Foreign films with English subtitles. Various operas are a featured part of the collection. Videotapes circulate on an overnight basis.



MICROFILM READER PRINTERS

The library maintains backruns of approximately seventy-five periodical titles on microfilm. Many of these backruns are complete from the first issue of the magazine title. The New York Times Newspaper is available on microfilm complete from the beginning in 1851.

Print-out copies (10¢ each) from microfilmed sources are available in the Listening/Viewing Room through the use of the Microfilm Reader Printers. Ask a librarian for assistance the first time you should need to use the microfilm reader printer.

TYPING/SMALL GROUP STUDY ACCOMMODATIONS

Free typewriters are available to meet various student typing requirements. We make every effort to keep these typewriters in good working condition, and request that you use them with care. If a typewriter is mal-functioning, please report it to the staff member at the circulation desk.

A conference table is provided in this area for students to spread out relevant materials while studying together or small discussion group activities. Although the walls are not sound-proof, they do provide a group an opportunity to talk in normal conversational tones without distracting other library patrons.

Use of this room for typing or small group study is non-scheduled on a first come first serve basis.

PHOTOCOPYING

Printed materials may be reproduced on the Copier located in the Reference Room of the Library. Cost is 10¢ per page.

INTERLIBRARY LOANS

The library provides interlibrary loan service for its students and faculty. Electronic library-to-library communication over the (OCLC) Online Computer Library Center telecommunications system enables the library staff to create, transmit, and fill loan requests. With more than 21 million bibliographic records and over 330 million location symbols available in the Online Union Catalog, users verify more than 90% of their requests online. Eighty-six percent of these requests are filled, and items are shipped to borrowers within an average of six days. Ask a Librarian for complete information if you should desire interlibrary loan service.

CIRCULATION POLICY

The College Library is intended primarily for the use of students, faculty, and other members of the Cumberland County College community. However, individuals not affiliated with the College are invited to use materials within the library, and to apply for borrowing privileges when warranted by their research needs.

Subject to its prior commitment to the demands of the college community and its responsibility for adequate control of materials, the library will produce for each adult resident of Cumberland County, a library card to be used for borrowing books. The granting of borrowing privileges is not automatic. The library reserves the right to withhold privileges or to withdraw them if they are abused. Applications by County residents for borrowing privileges should be made at the Circulation Desk during normal hours of opening. A 24 hour waiting period is required to obtain a Library Card.

CIRCULATION PROCEDURES AND FINES

In general, all Library materials may circulate with the exception of REFERENCE BOOKS, PERIODICALS, AND RESERVE MATERIALS DESIGNATED, "LIBRARY USE ONLY." The bookstacks are open to all, but all books taken from the stacks must be checked out at the circulation desk before leaving the library.

LIBRARY BORROWER CARD

Library Borrower Cards are issued on an annual basis beginning with the Fall Semester. The card remains valid until the following Fall Semester, provided the student is currently registered for the semester or session in which the card is to be used. LIBRARY CARDS MUST BE PRESENTED BEFORE MATERIALS MAY BE WITHDRAWN FROM THE LIBRARY. All use of the card is the responsibility of the person to whom it is issued. Lost cards should be reported immediately to the library. Replacement cards are available for a small fee.

The following circulation schedule provides vital information related to borrowers' responsibilities:

BEST COPY AVAILABLE

CIRCULATION SCHEDULE

Type of Material	Loan Period	Number of Renewals	Daily Fine per Item	Fine Limitations	Loss or Damage Fees
Books	3 weeks	Two Unless Reserved	10¢	Cost of Item	Repair or replacement cost
Pamphlets Phonodiscs Audio CD's Audiotapes	1 week	Two Unless Reserved	10¢	Cost of Item	Repair or replacement cost
Videotapes	Overnight	None	$2.00	Cost of Item	Repair or replacement cost
Filmstrips Art Prints Models, Kits Games	By Special Arrangement	By Special Arrangement	10¢	Cost of Item	Repair or replacement cost
Reserve Materials	Library Use only	--	-	--	------
	3 days	None	50¢	None	Accrued fine plus replair or replacement
	1 week	None	50¢	None	Accrued fine plus repair or replacement cost

BOOK DETECTION SYSTEM

With the installation of the Knogo Book Detection System, all library materials have been sensitized and must be checked out at the circulation desk to avoid setting off an alarm and locking the exit gate. The Knogo system reacts only to sensitized materials and is unaffected by keys, transistor radios, or other metallic items.

The Library looks upon the Book Detection System as a means of improving library service through an expanding collection of new books and materials and the reasonable assurance that a request may be filled by the increased availability of resources.

FACULTY RESERVES

Reserve materials are selected from the library collection by the faculty and placed on reserve for limited circulation, assigned for required reading, listening, viewing or recommended for supplementary course study. For any materials on Faculty Reserve, go directly to the circulation desk where you will find a notebook. In this book you will find, arranged in alphabetical order by professor's name, lists of materials on reserve. **The Reserve Shelves are closed to students.** Ask the assistant on duty for the desired material, present your LIBRARY CARD for charging 3 day and 1 week reserves, or in the case of Library Use Only Reserves, sign your name legibly and in full on the blue reserve card.

FINES

For the convenience of the borrower, all materials are stamped with the date due. These dates should be kept in mind, and when materials are kept overdue, fines should be paid without having to be notified. As a matter of courtesy a notice is sent when materials become overdue.

Fines are not charged except for negligence on the part of the borrower. They are imposed in order to help insure the return of materials so that other readers will have access to them. Fine amounts for the different circulation periods are listed on the Circulation Schedule. No fines are charged for days that the Library is closed.

When materials are recalled to be placed on Faculty Reserve for a class assignment, the borrower having possession of the material is so notified and may continue to use the materials until the date due. If not returned to the circulation desk by that date, however, the fine schedule is void, and a fine rate of 30¢ for each day overdue will be charged.

With the exception of Reserve Materials which are in great demand, no additional penalty beyond the price of the material is charged a borrower who loses an item, reports it immediately, and settles his account promptly. LOST MATERIALS MUST BE PAID FOR AND ALL FINES SETTLED BEFORE THE END OF EACH SEMESTER.

LIBRARY HOLD FILE

A cooperative effort between the library and the college computer center has resulted in the development of a Library Hold File. Failure of a borrower to return overdue materials and/or settle outstanding obligations with the library will require the library to place a computerized hold on grades, transcripts, and any subsequent effort to register at Cumberland County College.

WE ASK THAT YOU USE THE LIBRARY WITH THE UNDERSTANDING THAT AT ALL TIMES YOU WILL BE QUIET AND CONSIDERATE OF THOSE WHO WISH TO STUDY.

....to copy all bibliographical information on a note card immediately, if you locate a delectable item for your research paper. "All" includes author, title, place of publication, publisher, date and inclusive paging.

....to consult a general encyclopedia first. Special subject encyclopedias popular with CCC students are the ENCYCLOPEDIA OF PHILOSOPHY, ENCYCLOPEDIA OF WORLD ART, INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES. The one-volume encyclopedias, dictionaries, and handbooks so useful for concise definitions are in great demand in the reference room.

....to begin work on your research problem as promptly as you can after checking out Library materials, so that they can be returned to the Library for others to use. Books left on a car seat or forgotten at home may be urgently needed by someone else.

....to ask. A librarian will show you what the letters and numbers mean....suggest a subject entry to try in the card catalog....put the microfilm on the reader for you....explain the use of an index. The smile and the sympathy....are real.

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THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes, as outlined below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

Classes

A GENERAL WORKS
(General encyclopedias, reference books, periodicals, etc.)

B PHILOSOPHY—RELIGION

B–BJ	Philosophy, including BF, Psychology
BL–BX	Religion

C AUXILIARY SCIENCES OF HISTORY

CB	History of civilization (General)
CC	Archaeology
CD	Archives
CJ	Numismatics
CR	Heraldry
CS	Genealogy
CT	Biography (General)

D HISTORY: GENERAL AND OLD WORLD
(Including geography of individual countries)

D	World history, including World Wars
DA	Great Britain
DB	Austria
DC	France
DD, etc.	Other individual countries

E–F HISTORY OF AMERICA
(Including geography of individual countries)

E 1–143	America (General)
E 151–857	United States (General)
F 1–957	United States: States and local
F 1001–1140	Canada
F 1201, etc.	Other individual countries

G GEOGRAPHY, ANTHROPOLOGY, FOLKLORE, ETC.

G	Geography (General)
GB	Physical geography
GC	Oceanography
GN	Anthropology
GR	Folklore
GV	Recreation

H SOCIAL SCIENCES

HA	Statistics
HB–HJ	Economics
HM–HX	Sociology

J POLITICAL SCIENCE

JA–JC	Political science
JF–JQ	Constitutional history and public administration
JS	Local government
JX	International law

K LAW

L EDUCATION

M MUSIC

M	Scores
ML	Literature of music
MT	Musical instruction

N FINE ARTS

NA	Architecture
NB	Sculpture
NC	Graphic arts
ND	Painting
NK	Decorative arts

Classes

P LANGUAGE AND LITERATURE

P	Philology and linguistics
PA	Classical languages and literatures
PC	Romance languages
PD–PF	Germanic languages, including PE, English
PG	Slavic languages and literatures
PJ–PL	Oriental languages and literatures
PN	General and comparative literature
PQ	Romance literatures
PR	English literature
PS	American literature
PT	Germanic literatures
PZ	Fiction in English. Juvenile literature

Q SCIENCE

QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural history
QK	Botany
QL	Zoology
QM	Human anatomy
QP	Physiology
QR	Bacteriology

R MEDICINE

S AGRICULTURE

SB	Plant culture and horticulture
SD	Forestry
SF	Animal culture
SH	Fish culture and fisheries
SK	Hunting sports

T TECHNOLOGY

TA	General engineering, including general civil engineering
TC	Hydraulic engineering
TD	Sanitary and municipal engineering
TE	Highway engineering
TF	Railroad engineering
TG	Bridge engineering
TH	Building construction
TJ	Mechanical engineering
TK	Electrical engineering. Nuclear engineering
TL	Motor vehicles. Aeronautics. Astronautics
TN	Mining engineering. Mineral industries. Metallurgy
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts. Arts and crafts
TX	Home economics

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

BIOGRAPHY: Lives of individuals, illustrative of any subject, are normally classified with that subject, *e.g.* Albert Einstein is classified in QC16.E5. Otherwise, they are classified with general biography in CT.

The complete Library of Congress call number for any book may be found by consulting the card catalog.

THE LIBRARIAN WILL BE HAPPY TO ASSIST YOU IF YOU ARE UNABLE TO FIND THE BOOK YOU WANT